Connecticut SAT School Day

Training for Proctors

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The Importance of Training

- The CSDE-provided SAT is a standardized test.

- Valid results DEPEND on STRICT ADHERENCE to the procedures in this training.

- Please pay special attention to the security requirements, denoted by the padlock icon.

We're counting on your compliance.

Key Terms, Staff Roles, and Staffing Policies

Terms You Need to Know

- **AI Code** – A six-digit code that identifies an attending institution (a school in which a student is enrolled)

- **Standard administration** – Testing with no additional time or breaks, or alternate test formats like Braille or MP3

- **Nonstandard administration** – Testing with College Board-approved accommodations or EL time and one-half (+50%)

- **SSD** – Services for Students with Disabilities

- **Extended time** – Testing with either time and one-half (+50%) or double time (100%)

Terms Used for Testing

- **NAR** – Nonstandard Administration Report; the roster of all students who are approved for testing with accommodations which is accessed through the SSD online system by the SSD Coordinator

- **English Learner Supports** – testing supports available for students who are English Learners, including translated test directions, word-to-word bilingual glossaries and time and one-half

- **Testing Room Materials Report (TRMR)** – form that is used to account for testing materials in the testing room

- **Irregularity Report (IR)** – form used to report any incidents or irregularities that take place during a test administration

Staff Roles and Responsibilities

Role	Responsibility
Test Coordinator	Responsible for all aspects of the SAT administration at the school
Backup Test Coordinator	Assumes the responsibility of the Test Coordinator on test day if he/she is unable to perform their duties
SSD Coordinator (for students on the NAR)	Requests accommodations for students and supports the Test Coordinator to oversee accommodated testing. Accesses and prints the NAR
Proctor	Administers the test in a specific testing room
Room Monitor	Assists the Proctor with monitoring students in the testing room
Hall Monitor	Keeps hallways near testing area quiet and secure on test day

Staff to Student Ratios

One Proctor is required for each testing room.

Room Monitors must be added to rooms once the number of students in a room reaches a specific threshold:
- For standard rooms, monitors must be added when the room has 35 students or more.
- For accommodated rooms, monitors must be added when the room has 21 students or more.
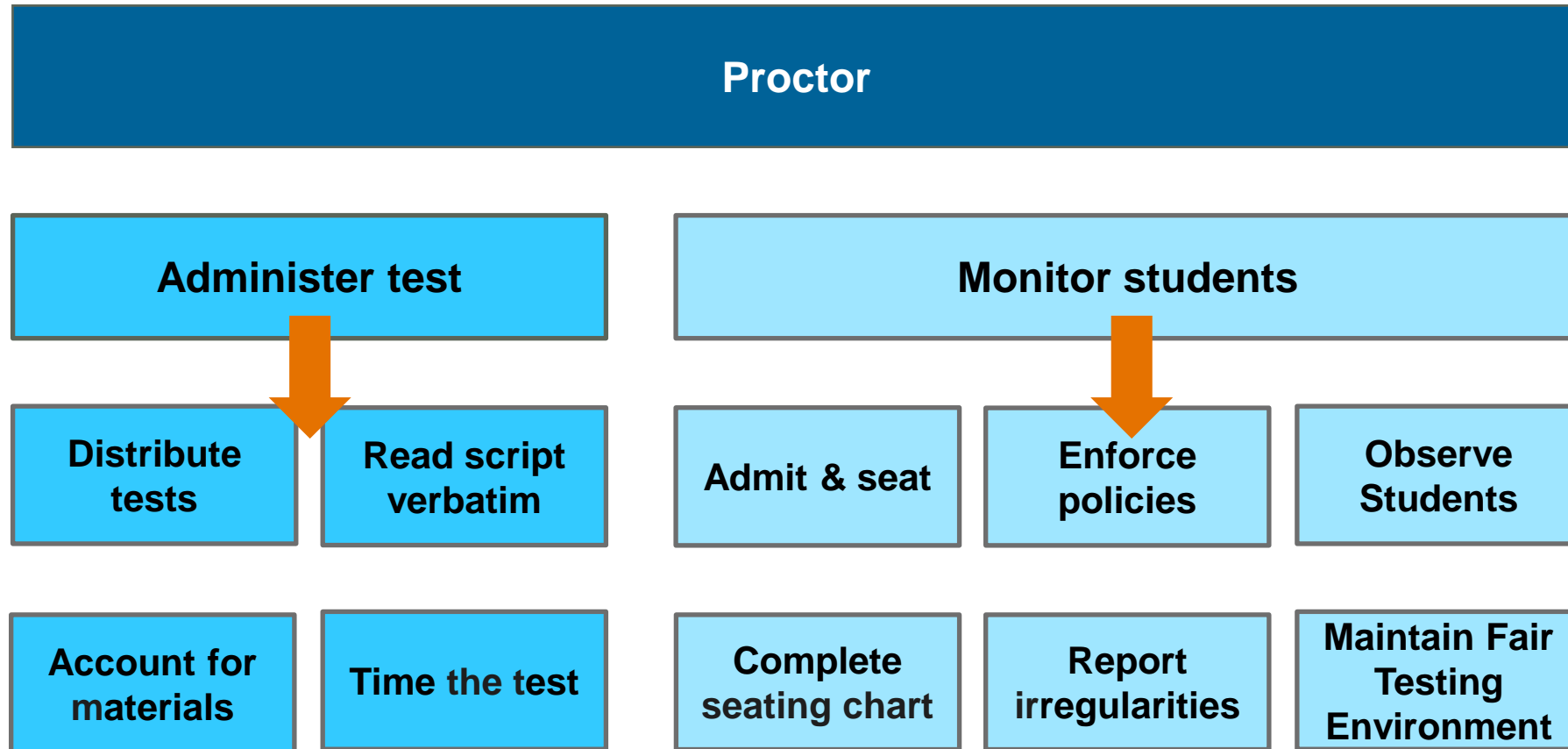
FOR EACH STANDARD TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

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Proctor Responsibilities

Monitor Responsibilities

Room Monitor

Help with setup & admission

Answer questions

Help distribute materials

Monitor test-takers & report violations

Hall Monitor

Help with setup & admission

Direct students to rooms

Patrol halls & report violations

Cover for staff on breaks
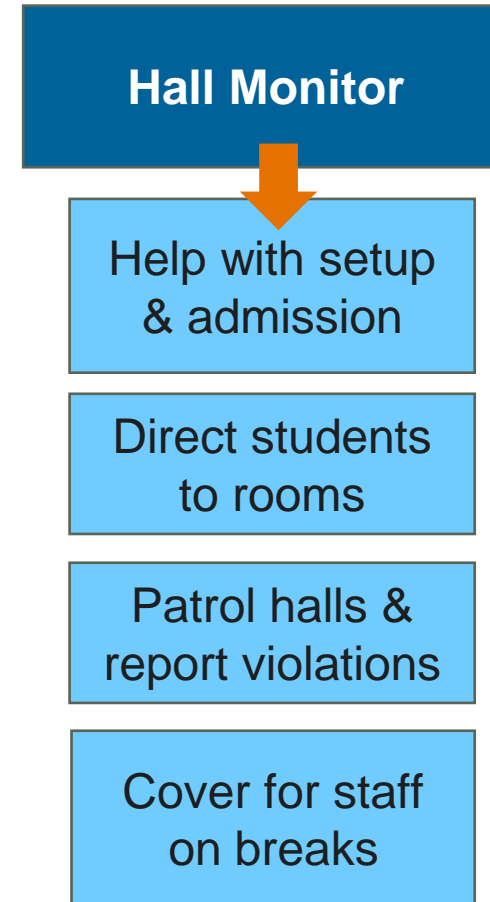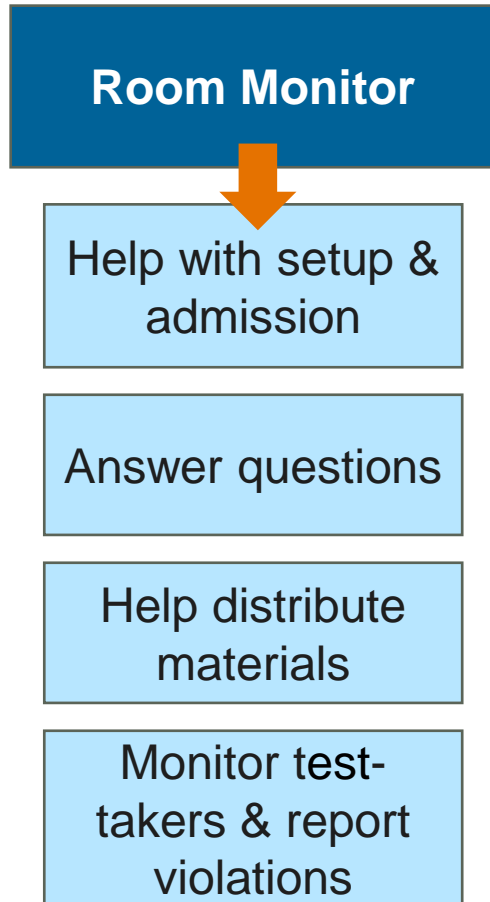
Staff Requirements

- Test day staff cannot be involved with paid coaching or paid SAT preparation.

- Test day staff cannot have taken the SAT within 180 days of the administration date.

- Any staff member who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same window at any test site.

- In small schools, Test Day staff may serve multiple roles. We recommend the Test Coordinator remain in the test room and have the additional test-day staff serve as the Hall Monitor.

- In large schools, we recommend the Proctors be in the testing rooms with appropriate number(s) of Room and Hall Monitors. The Test Coordinator then can float around the school, assisting with questions and resolving any issues that may arise.

Testing Staff Agreement

- Review the Testing Staff Agreement form
  - All staff must sign the Testing Staff Agreement form

Overview of Schedule, Documents, and Forms

SAT Timing

SAT	Standard Room (time, in minutes)
Administrative activities	30
Reading Test	65
Break	10
Writing and Language Test	35
Math Test – No Calculator	25
Break	5
Math Test - Calculator	55
Book collection/ Dismissal	15
Total Testing Time	4 hours

- The administrative time in the chart includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have participated in a **preadministration session** and completed the student questionnaire portion of the answer sheet. (Details about preadministration session follow.)

- The schedule shown is for standard timing. Timing in accommodated rooms may differ. See the Accommodated Testing Room Manual for timing for specific accommodations.

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Test Day Test Materials for Proctors

Test Coordinators will distribute these materials to Proctors on the morning of the test for use in their testing rooms:
- A copy of the room roster or NAR
- Testing Manual (Standard or Accommodated, depending on the testing room)
- Test Books, in shrinkwrap
- Prelabeled answer sheets
- Blank answer sheets or large-block answer sheets, if necessary
- Student Answer Sheet Instruction Booklet
- EL supports, if needed
- Calculators if being supplied by the school
- Computers or other equipment for testing students with accommodations, if necessary
- Testing Room Materials Report form
- Irregularity Report (IR)
- Request to Cancel Score forms

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Testing Manuals

Testing Manuals give complete instructions for administering the assessments in both standard and nonstandard testing rooms.

- Standard Testing Manuals will be distributed to Proctors testing students in standard rooms.
- Accommodated Testing Manuals will be distributed to Proctors testing student in accommodated rooms.
- Remember to review manuals prior to test day to become familiar with the scripts and instructions.

READ SCRIPTS WORD FOR WORD DURING TEST ADMINISTRATION.
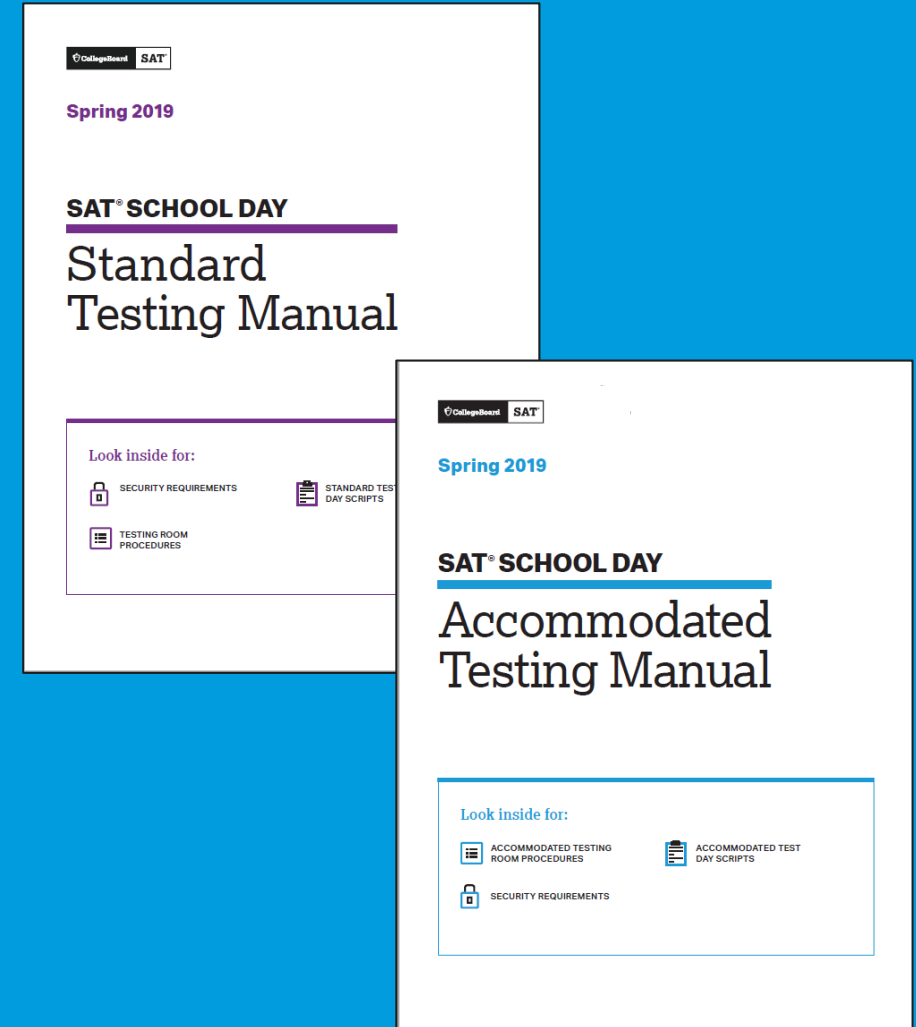
Forms for Proctors

Proctors will need to use the following documents/forms on test day:

- Room Roster (for Standard rooms)
- NAR (for Accommodated rooms)
- Testing Room Materials Report with seating chart
- Irregularity Report form (for use in the event of a testing irregularity)
- Request to Cancel Scores form

Room Roster

It is important to track attendance in your testing room so your Test Coordinator knows what make-up test materials to request.

	P=present A=absent M=moved X=no entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Anita		3/5/2002	09090909	123	N	SAT				A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	456	N	SAT				B. Proctor
3	P	Ramirez	Juan	J	2/15/2002	54545454	123	N	SAT				A. Teacher
4	P	Brown	Robert		9/1/2002	0007024797	789	Y	T5	Purple	50% XT; translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2002	0007025799	012	Y	T2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0007025788	234	Y	T1	Purple			T. Coach

Nonstandard Administration Report (NAR)

- Lists **all** students **approved** for accommodations.

- Grouped into three sections: student summary with SSD numbers, guidance on testing specific accommodations, and students who test during the accommodated window.

- Review the NAR to be familiar with which accommodations students will use on test day.

- Use as a room roster in nonstandard testing rooms.

- Mark the NAR to confirm the accommodations each student received.

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	

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Testing Room Materials Report

- Fill in the date, school AI code, room number and type, and Proctor's name.

- Indicate the number of test books and serial number range(s).

- Use form on back cover of testing manuals.

Proctor's Notations on Testing Room Materials Report

Test book serial number →
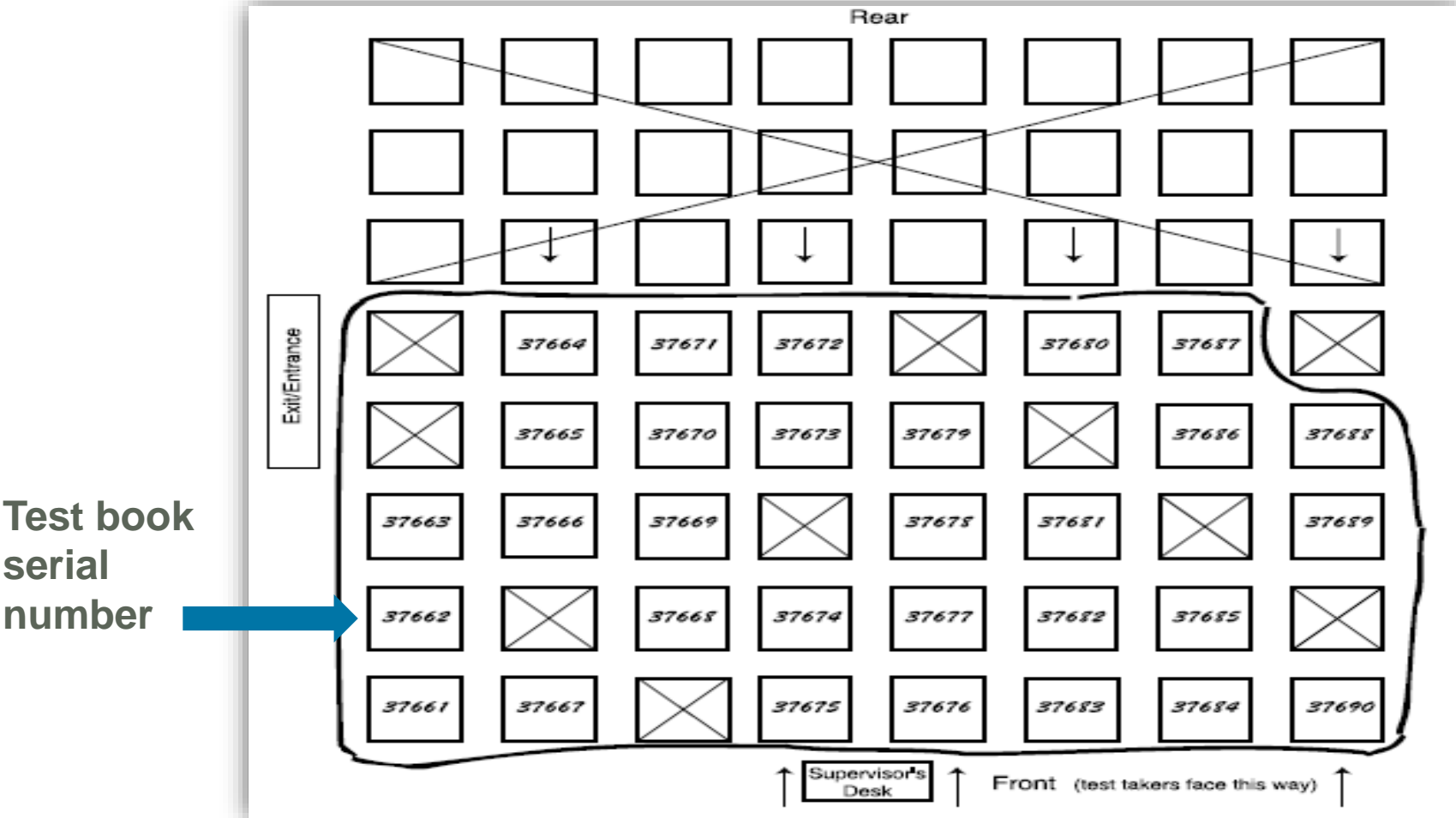
The seating chart is found on the back of the **Testing Room Materials Report.**

Irregularity Report (IR)

- Use to record any unexpected issue in the testing room or center.
  - Interruptions
  - Shortage of materials
  - Student illness
  - Misconduct
  - Defective testing materials
  - Prohibited items
- Some issues may need immediate attention and a call to School Day Support.
- More information about when and how to use this form follows.

SAT Request to Cancel Test Scores Form

- Each Proctor should have copies of this form.

- If a student becomes ill, the Proctor must sign the form and record it on the IR.

- Students have up to the third school day after test day to cancel scores.

- Scores will not appear in student's College Board account but will count for state accountability.

Preadministration Session

What is a Preadministration Session?

The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Fill out only the necessary fields (spelled out in the script)

- Select up to four colleges or scholarship programs to send their SAT scores

- Estimated time: 20-30 minutes

Affix pre-ID label to front of student answer sheets before the session or prior to test day.

Place Pre-ID Label Here

Preadministration Session

- You will need the following to conduct your session:
  - Answer sheets with Pre-ID labels affixed
  - Blank Answer Sheets for students without labels
  - Student Guides
  - Student Answer Sheet Instructions
  - The testing manual containing preadministration instructions and scripts

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Pre-ID Labels

- Students in that were included in CSDE's pre-ID submission and will receive a pre-ID label for their answer sheet. The label contains their state assigned student ID (SASID) which they will need when completing their answer sheet.

- All students with or without pre-ID labels should be instructed to follow directions for gridding their personal information on their answer sheet.

- Proctors should be prepared to provide students without labels with their SASID.

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Verifying Information on Pre-ID Labels

- If the first name or last name listed on the label does not correctly reflect the student's name, do not use the label.

- If any other information is incorrect, including DOB, SASID or school information, the label should be applied.

- If you receive incorrect labels or labels for students no longer enrolled in your school, please give them to the Test Coordinator.

Preparing for Testing

Preparing Testing Rooms

School (AI) Code: 234567
School address:
    123 Main Street
    City, State 12345

Test date: mm/dd/yyyy

Section start time: 8:00 a.m.
Section stop time: 9:00 a.m.
Break: 5 Minutes (back at 9:05)
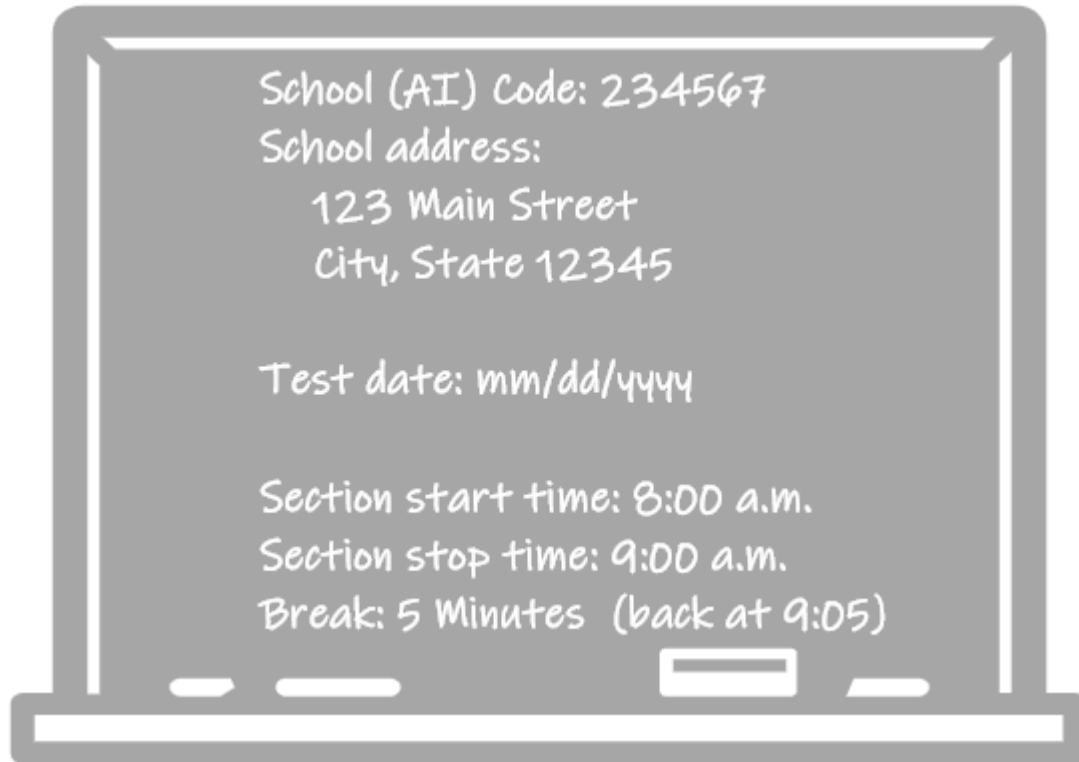
Post on the board:

- Test Date
- 6-digit School AI Code
- High School Name and Address
- Room Number
- Section Start Time
- Section End Time
- Break information
- Reminder to use No. 2 pencils
- Reminder not to use a pen or mechanical pencil

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Testing Room Requirements

Testing rooms must have:

- A working clock visible to students

- Proper lighting

- Proper ventilation

- Proper seating

- An area to display important information to students in the room

- Removal or cover-up of instructional materials (e.g., maps, charts) on test day

- Chairs with backs, facing the same direction

- Chairs aligned in rows, with unimpeded access

- Students separated by minimum of 3 feet on all sides (measured from center of desk)*

- Large, smooth writing surface (at least 12 x 15 inches)

*Schools should follow district and local health department Covid-19 guidelines for distance and PPE requirements. (Ex. Six feet separating students, use of masks, etc.)
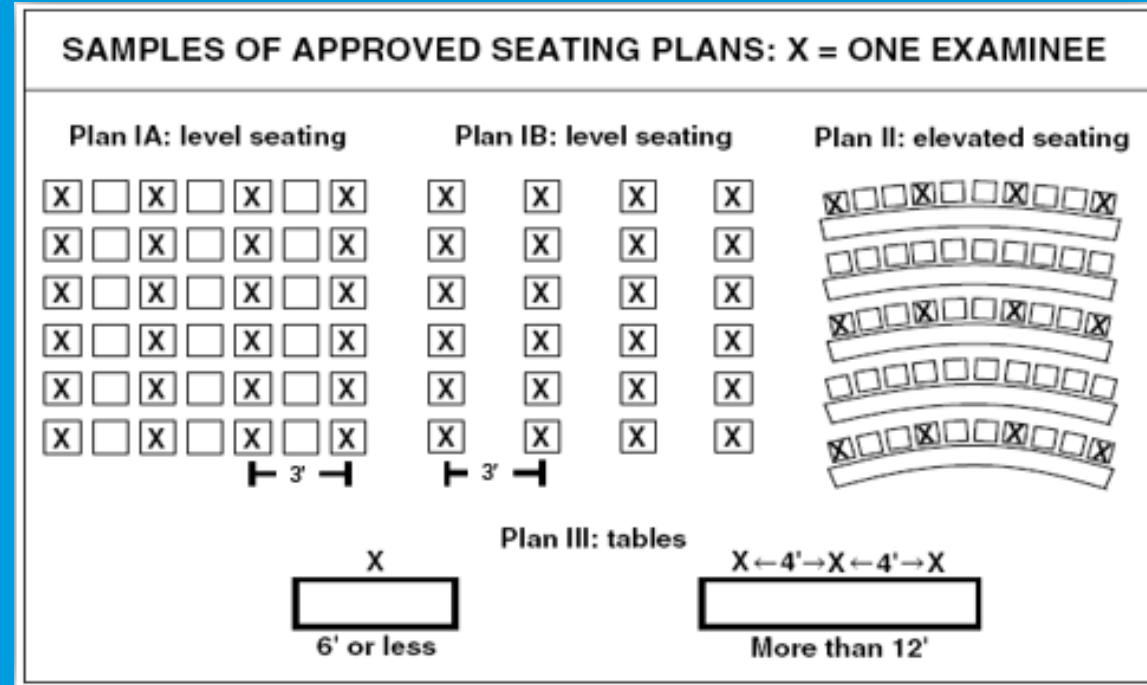
Seating Charts

Refer to the testing manual for sample seating charts.

Unacceptable seating arrangements include:

- Study carrels

- Lapboards

- Booths or tables with partitions/dividers*

*Schools may use clear dividers on desks if they are part of the school's Covid-19 protocols.

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

Material Security

- Safeguard test books at all times, including on breaks. Do not unseal the test books until distribution to students.

- Use the Testing Room Materials Report to check the testing materials received against the serial numbers listed on the form.

- Distribute test materials in such a way that students cannot access the test books except while taking the test.

- Prior to dismissing students, collect all test books and answer sheets and account for all test materials in the testing room.

- Inventory materials with the Test Coordinator when returning materials.

Never leave test books unattended at any time

Accounting for Test Materials

Proctors must account for testing materials as instructed in their manual.

Proctors must count the test books/materials:
- After receiving the materials from the Test Coordinator
- After distributing materials to students
- After collecting multiple-choice books
- Before they dismiss students from the testing room

Admitting Students and Seating for Testing

Admitting Students for Testing

- Schools can plan for either a centralized check-in or room check-in.

  - If your school utilizes a central check-in, students will check-in at a central location before being sent to an assigned testing room.

  - If your school utilizes room check-in, Proctors will check-in students as they arrive at their assigned testing rooms.

- Photo ID Policy

  - Students are not required to supply a photo ID for School Day testing unless the student is unknown to the testing staff.

  - Refer to the testing manual for information on valid photo IDs.

  - If you have a questions about a student's identity or their photo ID, your Test Coordinator can assist you.

Marking Rosters at Check-in

- Write the letter "P" next to each student who is present.

- The Test Coordinator will complete other marking when consolidating rosters.

- **Do not allow students to enter after testing has started.**

  - Students who arrive late may still be permitted to test if your school has a late testing room.

	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry
1	Jones	Anita		3/5/2000	09090909	P
2	Smith	Terry	O	10/15/1999	10101010	A
3	Ramirez	Juan	J	2/15/2000	54545454	P
4	Brown	Robert		9/1/2000	0007024797	P
5	Szymanski	Ella		8/12/2000	0007025799	P
6	North	Adrian		11/30/1999	0007025788	P
7						

Seating Students for Testing

- **In the testing room, DO NOT allow students to select their own seats.**

  - Proctors have 2 choices for seating students:

    - Randomly assign seats OR

    - Pre-assign seats before admitting students.

- Collect and store phones and other prohibited electronic devices during the test administration, including during break periods, if allowed by district policy.

Calculator Policies

- A listing of acceptable calculators is available in your testing manual.

- Test-takers can bring backup equipment and extra batteries.

- Test-takers cannot share calculators.

- A "No Calculator" symbol appears at the top of the Math With No Calculator section, in which calculators are not allowed.

- Seat any test-takers using a calculator with large characters (one inch high or more) or raised display that might be visible to other test-takers in a location where other test-takers cannot view the large or raised display.

During Testing

Proctor Actions During Testing

Proctors must:

- Read the scripts verbatim to students.
- Watch for common student infractions:
  - Use of cell phone
  - Attempts to copy
  - Attempts to remove test materials
- Never leave room/test materials unattended.
- Secure test materials out of reach of students.
- Time each section and break accurately.

Distributing Student Testing Materials

Ensure desks are clear prior to distributing materials.

Ensure students do not open the test book until directed to do so.

During testing, students may have only the following materials on their desks:
- Test book
- Pre-labeled answer sheet
- No. 2 pencil
- Calculator* (only during the **Math With Calculator** section)
- Translated test directions or glossary

Active Proctoring

Never leave students unattended at any time.

- Monitor to ensure there is no copying of answers and no communication among students.
- During testing, Proctors must:
  - Check that students are working in the right section.
  - Ensure no prohibited items are present.
  - Watch for roaming eyes. Some students may try to copy from a neighbor.
  - Carefully observe students using calculators -- a smart phone can be disguised as a calculator using a plastic cover.
  - Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.
  - Always note any such activities on the Irregularity Report (IR). Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.

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Managing Breaks in Testing

- There are two types of breaks during testing:
  - **Scheduled Breaks** – these are planned breaks in testing that all students receive. After a section of testing ends, if there is a scheduled break the "clock stops." Scheduled breaks are not part of testing time.
  - **Unscheduled Breaks** – these are unplanned breaks. If students need to use the restroom during testing they can do so at the approval of the Proctor. Students should only be sent out of the room one at a time. During unscheduled breaks the testing clock does not stop.
- Cell phones and any other electronic devices **are prohibited** at all times during testing, **including breaks**.
  - If you have students approved to use a cell phone or medical device as an accommodation, follow the instructions in accommodated testing manual.
- Proctors must secure materials during breaks.
- Students should not converse during breaks.

Check for Prohibited Devices and Aids

PROHIBITED DEVICES	PROHIBITED AIDS
Cell phones or smart phones, smart watches, wearable technology	Pens, highlighters, mechanical or colored pencils
Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices	Books, dictionaries, or references of any kind
Separate timers of any type (watches or other device with a timer)	Compasses, rulers, protractors, or cutting devices
Cameras or any other photographic equipment	Notes, pamphlets, or papers of any kind, including scratch paper
Any devices, including digital watches or smart watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content	Earplugs
Calculators used during a section that does not permit calculator use.	Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

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Preventing Issues with Mobile Phones/Electronics

- At the beginning of testing, proctors will read scripts reminding students to turn off their phones and other electronic devices and to turn them in to the proctor, if allowed under school policy.

- If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area.

- Once the script has been read, if a student is observed with a prohibited device, the test coordinator must dismiss that student.
  - A student doesn't need to be holding a phone for it to be considered in their possession—a phone is considered in the student's possession if it is on or under the student's desk or in their pocket.

- If a student's phone makes noises while in the proctor's possession or stored away from the student's desk, this should not be considered grounds for dismissal, but the proctor should turn off the phone in order to prevent additional disturbances during testing and issue a warning to the student.

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Issues on Test Day

The testing manuals detail the different testing irregularity scenarios that may arise on test day and how to handle each one.

If an irregularity occurs, document the irregularity in a way that does not interfere from actively monitoring the testing room. You may also need the assistance of your Test Coordinator.

Work with your Test Coordinator to contact School Day Support if you are directed to in the IR chart or if you are not sure what to do.

Irregularity Reports

- Report all incidents or issues on the Irregularity Report (IR) form.

- All reports should be complete and explicit.

- The person reporting the incident should include his or her own contact information.

- If you are noting a group irregularity, include the testing room code if one has been assigned and include the names of the involved students on the last page of the irregularity report.

Before Dismissing Students

- **Collect** all answer sheets and test books from each student in the same order they were distributed.

- **Verify** each student's identifying information:
  - Check the pre-ID label applied to the answer sheet.
  - Check page 1 of each answer sheet for completeness.
  - Check that written and bubbled information match.

- **Account** for all materials:
  - Verify by count.
  - Verify by serial number.

- **Collect** translated test directions or glossaries.

- **Follow** the script in the testing manual for dismissing students.

- **Do not dismiss students until all test materials have been accounted for.**

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After the Test

After the Test

After testing has ended, you should:

- Complete all appropriate reports and forms.
  - Testing Room Materials Report Form
  - Irregularity Report (if applicable)
  - NAR (if applicable)
- Return all materials, including your room roster with attendance, to your Test Coordinator.

Testing Students with Accommodations or English Learner Supports

Testing Students in Accommodated Testing Rooms

- Proctors testing students in accommodated testing rooms will need to the appropriate script for the accommodations that are being used in that room.

- Work with your Test Coordinator and SSD Coordinator to understand the specific timing, procedures, and equipment needed for the accommodations in your testing room.

Testing Students with English Learner Supports

English learners can utilize EL supports for the CSDE-provided spring 2021 test administration. These supports include:

- Use of an approved word-to-word bilingual glossary
  - Can test in the standard testing room
  - Proctor must check that glossaries do not contain cheat sheets or other items
- Use of translated test directions
  - Can test in the standard testing room
  - Proctors will distribute translated test directions to students that need them
- Time and one-half (+50%)
  - Will test in an accommodated testing room due to timing difference
  - Students will appear on the NAR

Students may use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used.

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Discussion Topics

Topics for Discussion

- Where and when Proctors will pick up testing rooms kits.

- Our school's testing schedule and timing.

- How our school will address collecting cell phones.

- How our school will manage student lunches after testing.

- How our school will manage snacks/drinks during breaks.

- How our school will manage irregularities and irregularity reporting on test day.

- Our school's plan in the event we are closed on test day.